



DRAFT 2016 ACCESSIBILITY PLAN

MUNICIPALITY OF NORTH GRENVILLE



Prepared by:
North Grenville Accessibility Advisory Committee

Corporation of the Municipality of North Grenville
285 County Road 44, P.O. Box 130
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Approved by Council:

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Municipality of North Grenville 2016 DRAFT ACCESSIBILITY PLAN

SECTION 1: MUNICIPAL JURISDICTION PARTICIPATING IN THIS PLAN

Municipality

The Corporation of the Municipality of North Grenville is responsible for the preparation of this Municipal Accessibility plan. North Grenville supports the *Ontarians with Disabilities Act (ODA)* initiatives, however, recognizes that planning to overcome barriers must balance within its commitment with overall budgets and priorities. North Grenville is committed to not creating any new barriers.

Address

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Key Contact

Responsibility for ODA compliance has been transferred to the Clerk's Department. Personnel responsible for both Operations and Facilities meet as required with Accessibility Advisory Committee members.

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Population

The population of North Grenville is approximately 15,000 as per the Canada 2011 Census. North Grenville, like many smaller municipalities, would welcome more detailed information regarding the number of area citizens with disabilities residing in this community and would like to encourage the Province to conduct a more detailed study. Until such an initiative is forthcoming this Municipality extrapolates from provincial percentages, that given present population, that 2320 persons with disabilities currently reside within North Grenville and expects that within the next twenty years that number to grow to 6,624.

Municipal Highlights

The Municipality of North Grenville was created in 1998 with the amalgamation of the Town of Kemptville and the Townships of Oxford-on-Rideau and South Gower. It covers approximately 350 square kilometers. North Grenville is situated on the navigable Kemptville Creek, spanning both sides of Highway 416 for approximately 16 kilometers south of the Rideau River. It is located approximately half way between the City of Ottawa to the North and the Canada-US border to the South. North Grenville is the largest community in the United Counties of Leeds and Grenville and in the top five fastest growing communities in Eastern Ontario.

The Municipality of North Grenville consists of six departments and approximately 62 full time employees and an equal number of seasonal employees. While some internal restructuring took place during 2004, the Departments that remain are: Corporate Services, Treasury, Public Works, Planning and Development, Emergency & Protective Services and Parks, Recreation and Culture.

The Municipality of North Grenville provides the following services directly:

To the urban area, the former Kemptville:

- ▶ water treatment and distribution;
- ▶ sanitary sewer collection and treatment;

To all areas:

- ▶ municipal roads;
- ▶ solid waste management and recycling;
- ▶ economic development;
- ▶ planning;
- ▶ building;
- ▶ by-law enforcement and property standards;
- ▶ tourist promotion;
- ▶ recreation facilities and programs;
- ▶ emergency preparedness; and
- ▶ emergency services-fire.

The Municipality of North Grenville contracts to the Ministry of Public Safety and Correctional Services, Ontario Provincial Police for:

- ▶ emergency services-policing.

The Municipality of North Grenville is served by an upper tier level of government, the United Counties of Leeds and Grenville, which provides for:

- ▶ county roads;
- ▶ long-term care;
- ▶ social assistance/Ontario Works;
- ▶ housing and residential services;
- ▶ court administration;
- ▶ economic development; and
- ▶ emergency services-ambulance.

The Municipality of North Grenville is serviced by a tri-county health board, United Counties of Leeds and Grenville and the County of Lanark Health Unit for:

- ▶ public health.

SECTION 2: HISTORY OF INITIATIVES TO IDENTIFY, REMOVE AND PREVENT BARRIERS IN THE ORGANIZATION(S)

Barrier Identification

Introduction & Comments

- ▶ The Municipality, in conjunction with the United Counties of Leeds & Grenville, are finalizing plans for the improvement of traffic flow along the County Road #43 corridor. The plan is to replace existing intersections with "Traffic Circles" to allow smooth traffic flow. Since the new corridor will be four lane, traffic circles could present a problem for the sight impaired, given that no signal alerts the driver to stop, nor is there any way for the disabled person to know they have stopped. Engineers advise this will not be a problem. This committee has recommended a push button, flashing red light, audible signal combination. The progress shall be monitored by this and succeeding committees.
- ▶ Site plans are presented to the Accessibility Advisory Committee and are reviewed, however, we receive no feedback as to whether any of our recommendations have been implemented.
- ▶ Official Design Standards have been received by Council. The Building Department will draw them to the attention of any builder making application to build or renovate any structure that will have public access. This Committee understands that, at this point

in time, these standards cannot be strictly enforced by the Building & Planning Department, however, we are confident that any proponent will welcome an opportunity to build now to make disabled access possible, as opposed to costly retrofit later when full regulations take effect.

- ▶ It has been noted that many sidewalks throughout the downtown core are in, “rough shape” and not conducive to trouble free wheelchair travel. We are assured by Public Works that there is an on going program to replace/repair sidewalks throughout and will be addressed based on condition, traffic, and of course, budget conditions.
- ▶ It will be noted that many of the buildings audited are identified as almost impossible to make fully accessible due to their age, construction type and potential or current uses. It is this committee’s feelings that in cases such as these, after precise and extensive justification, that these types of buildings must be granted “exemption” from the provisions of the Act.
- ▶ Council [and citizens] are justifiably concerned regarding the potential high costs involved in bringing some of the buildings up to accessibility standards, and they and this committee feel that the Provincial Government must create a “funding” program to allow all to bring things up to expectations.
- ▶ Adding new components and technologies with accessibility in mind, to Municipal website, trails, facilities and pathways, as they become available.

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
1A	Oxford Mills Town Hall	July 27/06	No ramp at entrance.	Ramp could be installed at entrance from parking lot & by raising porch level to meet threshold.	Not being used	Building is vacant		
1B		July 27/06	Main entrance too narrow.	Provide one wider door with power operator.		*		
1C		July 27/06	Present door has pull handle & lift latch & inner door too narrow.	Eliminate inner door & provide new outer door (above) with proper hardware.		*		
1D		July 27/06	Accessible main route narrow.	Could be widened easily.		*		
1E		July 27/06	Interior moving space too narrow.	Reconfigure stacks & move chair near rear entrance.		*		
1F		July 27/06	Second floor accessible by wide stairs only.	Side chair lift could be installed for each stair level.		*		
1G		July 27/06	Both washrooms do not allow proper wheelchair movement.	Remove stalls & vanity in each, provide pedestal basin & one toilet in each.		*		
1I		July 27/06	Washroom doors too narrow.	Widen all 3.		*		
1J		July 27/06	Taps old twist type.	Replace with levers.		*		
1K		July 27/06	Mirror flat.	Slant from top.		*		
1L		July 27/06	Access to washroom from exterior not accessible.	Build up grade around concrete pad to same level; repair rough slab; widen door & level threshold. * Building is vacant, work will not be completed until building is occupied		*		

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
2A	Kemptville Town Hall/Court House	Aug 3/06	Main public entrance too narrow for wheelchair access, hard to open & inaccessible hardware.	Widen door, install power operator & lever type handle & pull handle.		Door 2" too narrow.. Thumb Latch		
2B		Aug 3/06	Female washroom does not have 24" clear space to open door from interior.	May be difficult to correct as opening side ride against bulk head for stairwell. May consider changing hinge side.		**		
2C		Aug 3/06	Second floor not accessible.	The only way to make it so would be installation of an external elevator, as stairs not wide enough to accommodate chair lift. Unless full usage to area is needed, other than storage, costs would be prohibitive.		**		
2D		Aug 3/06	Washroom mirrors not tilted downward.	Modify mounting.		**		
2E		Aug 3/06	Neither rear entrances are accessible by wheelchair.	Since entrances may be used by judges, Crown, or, access by escorted disabled accused, security may dictate that proper ramping, door widths, power operators, etc. be installed. ** All repairs halted. Building is in discussion, as to future plans.		**		

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
3A	North Grenville Curling Club	Aug 31/06	Fire alarm warning devices are audible only.	Devices should be replaced with dual warning type (visual also).		Should be completed		
3B		Aug 31/06	All interior doors to change rooms & washrooms are only 31".	Should be widened to design standards. Doors 34"		Not on accessible pathway		
3C		Aug 31/06	Interior signage to identify rooms is small & hard to read for sight impaired.	Install large print signs with good colour contrast.				
3D		Aug 31/06	Doors to all washrooms & change rooms have standard knobs.	Install pull "D" handles on inner sides.		Installed		
3E		Aug 31/06	Lav basin taps throughout have standard twist type handles.	Replace with lever type.				
3F		Aug 31/06	Drinking fountain a little high for wheelchairs & has side twist handle.	Mount lower & equip with front/side push button operator.				
3G		Aug 31/06	Two pay phones in lobby mounted high on wall...operator says they are being removed.	If replaced in future, mount lower for wheelchair access.				
3H		Aug 31/06	Upper level viewing area platform not accessible by wheelchairs.	If upper level ever made accessible, add small ramp to viewing platform.				
3I		Aug 31/06	Doors to ice surface heavy & awkward for wheelchair users.	Install at least one power operator on one access door.				

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
4A	Wastewater Treatment Plant	Aug 23/06	6" step at main office entrance.	Install ramping.		Not Public Access		
4B		Aug 23/06	Entrance door heavy.	Install power operator.		***		
4C		Aug 23/06	Female washroom door has knob handle.	Install lever type.		***		
4D		Aug 23/06	Male washroom same as female above.	As 2 items above.		***		
4E		Aug 23/06	Lunchroom tap handles twist type knob.	Install lever type.		***		
4F		Aug 23/06	Lunchroom door too narrow for wheelchair.	Widen.		***		
5A	Bishop's Mills Park	Aug 2/06	No hard surface paths or viewing area at bleachers for chairs.	Install both.				
5B			No disabled parking.	Provide signed, hard surfaced space.				
6A	Oxford Station Park	2006	Path of travel grass & not level.	Consideration to some top soil addition & levelling.				
6B		2006	Parking area illumination low.	Increase lighting.				
6C		2006	Play structures not accessible.	Replace when scheduled replacement required.				

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
7A	South Gower Park	2006	Play structure surface not accessible	Replace with accessible surface Not in this years budget		Next Year	This Year	
7B		2006	Play structure is aged wooden, little play value	Install new play structure				
8A	Maplewood Park Oxford Mills	July 27/06	No accessible parking space(s).	Install upright signage.				
8B		July 27/06	Park has no pathways.	Install couple hard surface ones for chairs.				
8C		July 27/06	Playground equipment not accessible.	Install same when replacement needed.				
9A	Riverside Park	Aug 2/06	Parking areas & driveways terribly uneven & pot-holed.	Grade & keep graded.	This Year	This Year		
9B		Aug 2/06	No washroom facilities available to public.	Construct single "unisex" washroom facility. 3 Porta Potty already		Get 1 Accessible?		
10A	Curry Park	July 31/06	Portable washroom not wheelchair accessible.	Modify with ramp or replace with accessible unit.				
10B		July 31/06	No hard surface accessible pathways.	Install to pertinent areas such as picnic tables. Waterfront trail will be addressed and should be next.				

	BUILDING/ FACILITY	AUDIT DATE	BARRIER IDENTIFIED	SUGGESTED CORRECTION	2015	2016	2017	2018
11A	Crozier Park Oxford Mills	Aug 2/06	Playground equipment not accessible type.	Replace with appropriate when replacement needed.				
11B		Aug 2/06	No pathways to picnic shelter or any other park area.	Install same.				

SUPPLEMENTARY BUILDING INFORMATION

Public Works Garage - Oxford Mills

Building is a working service garage for heavy equipment & trucks and is not subject to normal public access.

Oxford Mills Town Hall

Historically significant building (Provincial plaque) and very difficult to undertake major structural renovations due to this and type of construction (stone). Cost for major renovation may be prohibitive. Plans are underway to centralize library services, possibly making this facility surplus. Disposition should this occur, is unknown at this time.

Kemptville Town Hall/Court House

Building is historic in nature, and is of stucco over stone construction, which could make major structural renovations truly difficult and cost prohibitive.

North Grenville Curling Club

Items noted may be responsibility of lessee, depending on conditions of lease.

Wastewater Treatment Plant

No public access to facility.

Municipal Garage, Kernahan

Leased to County Emergency Services (ambulance) and is not subject to public access.

Concession Road Public Works Garage

Strictly a working/equipment storage garage with no public access.

Ferguson Forest Centre (Admin Building only)

Building is converted barn structure and was never designed for accessible considerations. Costs to make accessible may actually exceed value of structure.

SECTION 3: OPERATIONAL REVIEW AND ACTIONS TAKEN

Rationale for Planned Review

It is estimated that just under 2400 persons with disabilities presently live in North Grenville. Conservatively, the number of residents with disabilities is expected to reach over 6000 or 20% of the projected population of North Grenville in the next 20 years. Statistics Canada estimates that nationally the rates of disabilities would more accurately reach up to 40% of the population. That is a significant portion of the population, whose access to municipal facilities, programs and services is limited.

The *Accessibility for Ontarians with Disabilities Act* was announced in 2006. Legislation will have 'real force and effect' that will include time lines and standards to eliminate and prevent barriers and penalties for violators (*Ontarians with Disabilities Act*, Bill 118).

The Municipality prepared and implemented policies with respect to the Customer Service Standard and all Municipal Staff, Council Members and Committee members received training in accordance with the regulations..

Municipal Council

Elected Corporate Board

It is proposed that staff responsible for accessibility compliance accumulate information gathered through the focus groups and barriers identified by the Accessibility Advisory Committee. This information should then be used to strategize on reducing barriers that prevent:

- ▶ persons with disabilities from seeking public office, participating on Committees of Council and being gainfully employed by this Municipality;
- ▶ residents with disabilities from communicating effectively with their elected public officials; and
- ▶ elected officials from being fully cognizant of the issues facing persons with disability, within the urban and rural sectors of this community.

Status

The Accessibility Advisory Committee brainstorming session identifying barriers has been completed.

Parks, Recreation & Culture

Operational Area: Operations Division

Facilities

Review Methodologies

It is proposed that the projects be ranked from the identification of basic municipal services needed to support life and an active role in the democratic process through to those projects needed to eliminate differentiation in the manner in which persons with disabilities are supported by municipal services. Specifically the ranking system will have three categories:

- ▶ **Primary Barriers to Accessibility:** barriers which prevent access to basic municipal services (ex., Council and Committee meetings and supporting documents; administration; community services (transport systems, programs, etc.) emergency services, library, etc.)
- ▶ **Secondary Barriers to Accessibility:** barriers which limit access to basic municipal services (per above)
- ▶ **Tertiary Barriers to Accessibility:** barriers which differentiate access to persons with disabilities from playing equivalent roles within the municipal facilities, programs or services.

In addition, the projects will be assessed for their impact on budget as follows:

- ▶ **No Budget Impact:** Barriers which can be eliminated or substantially lowered with no budget impact, but through policy amendment, operational re-alignment, or design modification
- ▶ **Limited Budget Impact:** Barriers which can be addressed with limited change to current operations budgets (+/- 5%) or capital budget levels (+/- 5%)
- ▶ **Accessibility Provision Projects:** Barriers which require greater budgetary change than Limited Budget Impact Projects, or which require new line items to be added to annual operations or capital budgets.

Status

At the time of publication, the following had been achieved for works required assessing accessibility of municipal facilities, services and programs:

- ▶ The Accessibility Advisory Committee brainstorming session identifying barriers has been completed;
- ▶ The development of the Facility Checklist has been completed;
- ▶ Facility Audits, a joint project of the Accessibility Advisory Committee and staff from the Facilities Department were conducted on all municipal facilities in 2006 including:
 - ▶ Maplewood Building;
 - ▶ Public Works Garages - Oxford and Concession Rd.
 - ▶ Burritts Rapids Community Park
 - ▶ Crozier Park
 - ▶ Oxford Mills Park
 - ▶ Oxford Station Park

- ▶ South Gower Park
- ▶ Exterior illumination levels taken for North Grenville Public Library (Oxford Mills, and Burritts Rapids), Public Works Garages (Oxford Mills, Kemptville), North Grenville Community Centre, Burritts Rapids Community Park, Crozier Park, Oxford Mills Park, Oxford Station Park, Pumping Stations, Kernahan, Alfred Street and Van Buren Street, North Grenville Municipal Parking Lot, Court House, North Grenville Administrative Offices;
- ▶ Kemptville Court House Building
- ▶ North Grenville Municipal Pool
- ▶ North Grenville Public Library, Burritts Rapids Branch
- ▶ Waste Water Treatment Plant
- ▶ Municipal parks, playgrounds and waterfront facilities.

Action Taken

The Facilities Division has taken many steps to increase accessibility:

- ▶ Accessibility Awareness Training took place December 2004 and November 2007.
- ▶ Accessibility Site Audits were conducted at all Municipal Facilities and Playgrounds in 2006.
- ▶ Railings were installed on the steps at the rear of the Courthouse.
- ▶ Lighting was enhanced at the rear entrance to Maplewood and an automatic door opening button installed, so that the rear door, ramp, and parking area were accessible and adequately lit.
- ▶ Lighting at the Municipal parking lot on Prescott Street has been replaced. The lighting will significantly increase the lighting in the parking lot, as well as along the retaining wall along Kemptville Creek.
- ▶ Grab bars were installed in the washrooms of the Administration Building.
- ▶ An accessible swing was installed in the playground at Riverside Park, through a donation from the Zoe Childs Annual Charity Volleyball Tournament. This is the first step in making every playground in North Grenville accessible for children with disabilities.
- ▶ The interlock brick in the Rotary Park were leveled to ensure it does not pose a tripping hazard.
- ▶ A sidewalk ramp was installed during reconstruction in Oxford Mills.
- ▶ North Grenville Municipal Centre built to Ontario Building Code Accessible Standards.
- ▶ Committee member training in 2006 and 2007.
- ▶ Increased size of directional signage in main areas of public access.
- ▶ Changed floor tile to contrasting colour in elevator car.
- ▶ Power operators were installed on access doors to theatre and lobby.
- ▶ Railings were installed along outer walls in theatre.
- ▶ Lot at Maplewood repaved.
- ▶ Doors at North Grenville Municipal Pool made accessible.
- ▶ Washrooms at North Grenville Municipal Pool made accessible.
- ▶ Washrooms at South Gower Park made accessible.

Recreation

Review Methodologies

Staff responsible for accessibility compliance will gather information from Focus Groups and barriers identified by the Accessibility Advisory Committee. Barriers will be categorized and presented to the Recreation Co-ordinator to prioritize the barriers identified and to rank them. The Recreation Co-ordinator, working with staff responsible for accessibility compliance, through examining facilities and programs will attempt to determine why so few persons with disabilities participate in municipal recreation programs and develop more inclusive programming. The Recreation Co-ordinator, working with staff responsible for accessibility, will develop a training module to be part of the training of summer recreation staff.

Public Works

Roads Division

Review Methodologies

Staff responsible for accessibility compliance will gather information from the Focus Groups, and barriers identified by the Accessibility Advisory Committee. Barriers will be categorized and presented to the Roads Supervisor.

Action Taken

- ▶ Sidewalks were replaced and curb cuts updated as part of the upgrading of services on Bridge Street in Kemptville.

Solid Waste

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Landfill Supervisor. The Municipal Waste Site continues to be staffed during all hours of operation and waste site attendants are available to assist members of the public with disabilities to remove solid waste items.

Action Taken

The Landfill Site continues to be staffed during all hours of operation.

Environmental Services

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Chief Superintendent of Environmental Services.

Engineering

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Engineering Technologist, so barriers can be prevented at the design phase of future infrastructure projects.

Action Taken

The Engineering Division was instrumental in ensuring that sidewalk repairs were completed on Bridge Street in Kemptville.

Planning and Development, and Building

Building

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Chief Building Official to prioritize.

Action Taken

The full-time Building Inspector attended technical training on accessibility including deficiencies of Section 3.8 of the Ontario Building Code. The Building Department has enhanced architectural design standards available for individuals inquiring about the functional accessibility.

Planning and Development

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Planner.

Action Taken

The Planner attended technical training on accessibility that focused on barrier-free site planning and how to increase the accessibility of outdoor spaces.

The Accessibility Advisory Committee suggests a slogan for the Municipality might be “ North Grenville, the Accessible Community.”

Clerk's Office

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Clerk.

Action Taken

The Clerk's Office made Braille ballots available for the 2006 Municipal Election. It was one of the few municipalities in Ontario who were able to do so. It was done with the cooperation of the CNIB Kingston Branch. The North Grenville Municipal Human Resources Policy was reviewed in 2004, sections on access were added and the revised document was distributed to managers and supervisors in November 2004.

The Clerk's Office worked with the United Counties of Leeds & Grenville to ensure that the requirements of O.Reg. 429/07 (Accessibility Standards for Customer Service) were met.

Emergency and Protective Services

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Fire Chief.

By-Law

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through the Accessibility Advisory Committee. Barriers will be categorized and presented to the By-Law Enforcement Officer.

Action Taken

The By-Law Enforcement Officer has assisted staff responsible for accessibility with the by-law review process.

Library Services

Review Methodologies

Staff responsible for accessibility compliance will accumulate information gathered through Focus Groups and the Accessibility Advisory Committee. Barriers will be categorized and presented to the Chief Librarian.

Action Taken

The North Grenville Public Library served as the distribution point for the Municipal Accessibility Plan. The North Grenville Public Library conducted a user's survey following amalgamation. The inaccessibility of the branches was consistently raised as high priority by patrons at all branches.

In 2011 a new centralized library was built in downtown Kemptville, which is fully accessible.

CONCLUSIONS

Under Provincial legislation the Municipality of North Grenville must ensure that each year it takes real steps to improve accessibility for residents living with disabilities, by reducing barriers to municipal programs and services. North Grenville, with an overall population of approximately 15000 and estimated 2320 persons living with disabilities (cognitive, mobility, hearing, vision and emotional) recognizes the need to take concrete steps now. The number of residents living with disabilities is expected to rise, within the next twenty years, to 6624. North Grenville fully supports the efforts of the Provincial Government announced October 12, 2004 to make life more inclusive for all.